

Editorial Assistant, GS-7

Review and Publications Branch
Reports Division (D/R), O/RR

Two Positions:

1. Incumbent: [REDACTED]
2. Vacant: [REDACTED] on order

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As Editorial Assistant, Review and Publications Branch, D/R, under the supervision of the Reports Review Officers, assists in editing O/RR reports, giving particular attention to the more technical aspects of the writing and editorial processes. Requires the ability to gain a quick grasp of the substance of reports in order to insure uniformity and consistency of style while editing for mechanics. Requires also a good knowledge of Government style and printer's marks and a working knowledge of printing procedures and techniques and other methods of reproducing copy.

Edits copy for clarity and coherence and for grammar, syntax, punctuation, and general mechanics in conformance with prescribed standards. Checks copy for proper spelling and accuracy of such items as technical terms, references, place names, and graphics, including charts, diagrams, and statistical tables. Is able on own initiative to insure that proofing is accurate and that final copy is in order for reproduction.

Summarizes the substance of reports in brief form as required and maintains a card catalog of O/RR issuances, requiring not only a substantive knowledge of reports but also the ability to cross-reference and provide easy and ready access to reports as needed.

Acts as necessary as liaison with other Divisions of O/RR and with other components of CIA, including the CIA library and printing, graphic, and cartographic units.

Requires a general education, a sound knowledge of English, and an aptitude for languages. Requires also initiative, adaptability, and familiarity with the basic elements of research, including library and reference work.